



The Port of Long Beach

P.O. BOX 570 • LONG BEACH, CA 90801-570 • TELEPHONE (562) 437-0041 • FAX (562) 901-1725 • WWW.POLB.COM

HARBOR DEPARTMENT CLERK TYPIST IV

The Harbor Department is seeking qualified applicants for a Clerk Typist IV position in the Personnel section of the Administration Division. Under general supervision, the Clerk Typist IV is responsible for preparing payroll and personnel documents for the Harbor Department.

DUTIES

- Completes Personnel Transaction and Personnel Data Forms in accordance with established formats;
- Processes new employees to the Harbor Department;
- Assists employees in the completion of various forms pertaining to insurance programs, retirement systems, tax withholding and other related areas and answers routine questions;
- Prepares Personnel Requisitions;
- Coordinates interviews for employment and notifies applicants of results;
- Coordinates appointments with Health Department for physical examinations for new and current employees;
- Prepares/inputs Industrial Injury Reports;
- Inputs payroll and corrects error messages and disseminates biweekly payroll;
- Reconciles the accrued hours report;
- Answers employee questions regarding provisions of Salary Resolution, Personnel Ordinance, Personnel Policies and Procedures and the Civil Service Rules and Regulations;
- Maintains personnel files.

MINIMUM QUALIFICATIONS

Two years of full-time experience with the City of Long Beach as a Clerk Typist performing Payroll/Personnel Assistant work. Payroll/Personnel Assistants with at least two years of full-time experience in a City department are also eligible for this transfer opportunity.

The successful candidate will:

- Be a problem solver;
- Be a team player who takes pride in doing a good job;
- Be flexible and able to adapt to changing technology and practices;
- Be able to maintain confidentiality of information;





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- Have excellent communication skills; and
- Be resourceful.

APPLICATION AND SELECTION PROCEDURE

To apply for this position, go to www.polb.com under the Jobs/Employment link. The deadline to apply is October 13, 2006 at 4:30 p.m.

Depending upon the number of applicants, the Harbor Department may review the applications to determine the most qualified candidates. Those determined to be the most qualified will be invited to continue in the selection process, which may include an interview and written exercise.

This information is available in an alternate format by contacting the Administration Division at (562) 590-4129.

EQUAL OPPORTUNITY EMPLOYER

